The Twinsburg Public Library Board of Trustees Regular Meeting September 15, 2021 Meeting Room 1 - 6:00 pm

Members Present: President Holly Toth, Vice President Mark Durbin, Sam Taylor, and Suszanne Hawthorne-Clay.

Members Absent: Secretary Walter Hoffmann; Mary Johnson, Matt Cellura

Also Present: Director Laura Leonard, Fiscal Officer Allison Chance, Administrative Assistant Jill Liepins, and Guest Melody Gibson.

Call to Order: President Holly Toth called the meeting to order at 6:01 p.m.

Minutes of Last Meeting: Mark Durbin moved to approve the August 18, 2021 regular meeting minutes as mailed. Suszanne Hawthorne-Clay seconded the motion. The motion was approved unanimously.

Correspondence: None

Remonstrance: Laura Leonard introduced the following new employees:

- Allison McGreal ALIS Library Associate
- Lyndsey Stephens Public Service Assistant
- Emily Dusek Circulation Library Clerk

President's Report: Mrs. Toth reported that she purchased "The Package" for the Foundation fundraiser. She was pleased to see good attendance for the first Sunday the Library was open.

Fiscal Officer's Report: The Board reviewed the August 2021 Financial Report. The balances for the August report are:

Total All Funds	1,748,366.55
Technology Fund	92,450.58
Building and Repair Fund	154,345.79
Coronavirus Relief Fund	4,379.27
Friends Fund	33,484.60
General Fund	1,463,706.31

Sam Taylor moved to approve the August 2021 Financial Report. Mark Durbin seconded the motion. A roll call vote was taken.

Roll Call: Matt Cellura – absent Mary Johnson – absent

Mark Durbin – yes Suszanne Hawthorne-Clay – yes Holly Toth – yes

Walter Hoffmann – absent

The motion was approved unanimously.

Allison Chance Reported:

- PLF continues to come in above estimate. Year to date, up approximately \$124,000.
- Revenue estimates will be exceeded by \$75,000.
- Department heads will be turning in their 2022 budgets by the end of September.

Director's Report: Area Managers' reports included in packet.

Laura Leonard Reported:

- Wadsworth has completed the boiler project, with only a few details to finish.
- The Bookmobile has been sold to Liberty Ford of Maple Heights for \$5,000. Mike Dixon
 worked with them on the purchase. Unfortunately, we did not move ahead in the decision
 to received funding from the State of Ohio Outreach Grant.
- October 11, 2021 the Library will be closed for Staff Training Day. The theme is "Back to Basics". Staff will review building basics, customer service, Staff Handbook, safety procedures, and have building tours among some of the topics. There will also be a team building trip to Fun 'n' Stuff in Macedonia for the last two hours.
- The Wilcox PTA reached out to the Library about having their Scholastic Book Fair here.
 They will be here the week of October 24th using the meeting rooms as well as the outdoor tent.

Committee Reports:

Building and Grounds:

Mark Durbin Reported:

Meeting August 21, 2021 – discussed the absolute need to continue outreach services.
 Will form a committee to look into details for new vehicles.

Personnel: None

Finance: None

Friends of the Library: None

Library Foundation:

Laura Leonard reported:

Hop Tree Brewing will be the featured beer for the Foundations 19th Hole at the Friday evening Mini Golf event, October 1st. Food will be provided by Tasty Takeouts.

Unfinished Business: None

New Business:

• 3rd Quarter Staff Appreciation will be breakfast for staff training day, October 11, 2021.

MOTIONS:

A consent agenda of 3 items was presented to the Board:

Motion to recommend that Holly Toth be reappointed as a Trustee of the Twinsburg Public Library for a term of 7 years commencing January 1, 2022 and ending December 31, 2028.

Motion to accept the financial policies as submitted by the Fiscal Officer and reviewed by the Board of Trustees Finance Committee. (included in board packet)

Motion to approve the 3rd Quarter Staff Appreciation not to exceed \$150.00.

Sam Taylor moved to approve all motions above as read. Mark Durbin seconded the motion. A roll call vote was taken.

Roll Call: Matt Cellura – absent Mary Johnson – absent

Mark Durbin – yes Sam Taylor – yes
Suszanne Hawthorne-Clay – yes Holly Toth – yes

Walter Hoffmann – absent

Consent agenda passed by roll call vote.

Mark Durbin moved to convene an Executive Session to discuss evaluations and compensation for the Director and Fiscal Officer at 6:46 pm. Suszanne Hawthorne-Clay seconded the motion. A roll call vote was taken.

Roll Call: Matt Cellura – absent Mary Johnson – absent

Mark Durbin – yes
Suszanne Hawthorne-Clay – yes
Walter Hoffmann – absent

Sam Taylor – yes
Holly Toth – yes

Motion approved unanimously by roll call vote.

Sam Taylor moved to come out of Executive Session at 7:07 pm. Suszanne Hawthorne-Clay seconded the motion. A roll call vote was taken.

Roll Call: Matt Cellura – absent Mary Johnson – absent

Mark Durbin – yes Sam Taylor – yes Suszanne Hawthorne-Clay – yes Holly Toth – yes

Walter Hoffmann – absent

Motion approved unanimously by roll call vote.

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Sam Taylor moved to reconvene the regular meeting at 7:08 pm. Mark Durbin seconded the motion. The motion was approved unanimously.

Suszanne Hawthorne-Clay moved to adjourn at 7:08 p.m. Mark Durbin seconded the motion. The motion was approved unanimously.

The next r	meeting is scheduled for Wedneso	0, 2021 at 6:00 pm in Meeting Room		
	President		Secretary	

Mailing/Handouts: September 15, 2021 Meeting Agenda; August 18, 2021 Meeting Minutes; Financial Reports as of August 31, 2021; August 2021 Department Managers' Report; August 2021 Circulation Statistics; 2022 TPL Closed Calendar; August 2021 End of Month Check Report